



Ramp

How to Guide

Performing a Stocktake

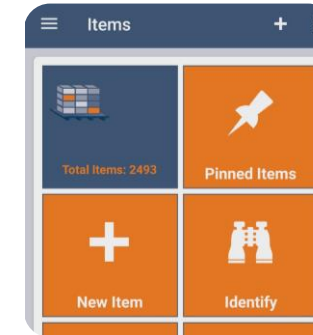
1 Log into the Device

Enter your given username and password into the respective fields. Tap on the **Login** button to access the device.

A login screen with a white background and a light blue border. It features two input fields: the first contains the email address 'locafi@ramp.com.au' and the second is labeled 'Password'. Below the fields is a prominent orange 'LOGIN' button. At the bottom, it displays 'Server: Online'.

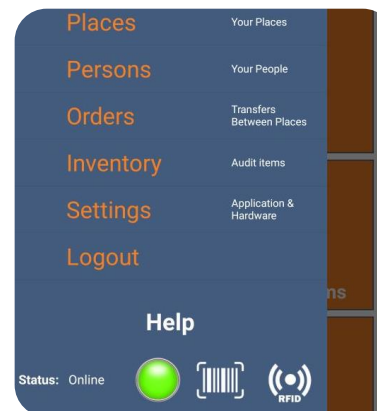
2 Open Navigation Menu

To navigate to the Inventory function, tap on the hamburger menu icon in the top-left corner.



3 Open Inventory

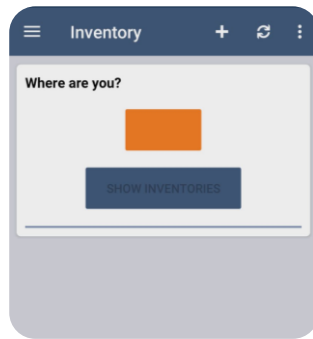
A navigation menu will appear. Select the **Inventory** option to continue.



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Select a Place

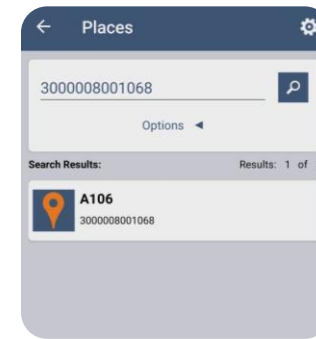
To start a stocktake, tap the **orange place button** as indicated. If a previous place has been set, the name will appear within the button.



5

Search Place

To search the location, type in the name of the location and press the search icon. A list of search results will appear, tap on the correct place to continue.



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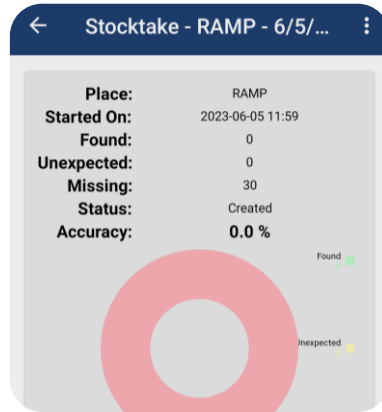
Creating a Stocktake

Once a place has been selected, the user can create an inventory for the selected place. Press the **Create Inventory** button to create a stocktake.

CREATE INVENTORY

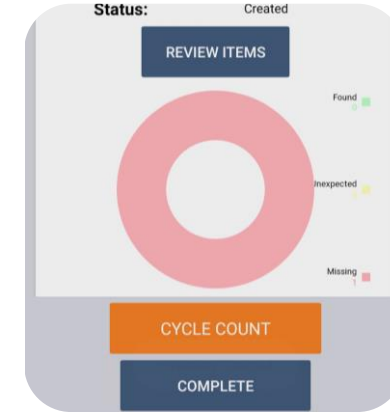
7 Stocktake Summary

A summary page will be shown, outlining the stocktake location and expected number of items to stocktake.



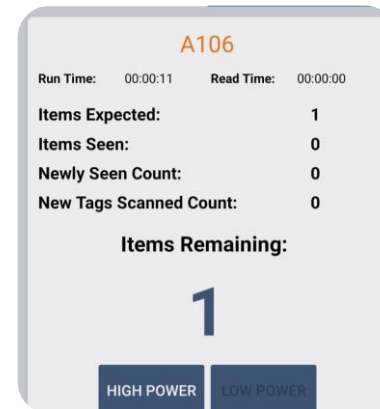
8 Cycle Count

To start scanning items and fulfilling the stocktake, press **Cycle Count**.



9 Cycle Count Summary

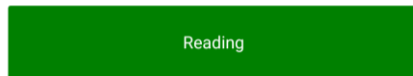
The cycle count summary page will be shown, including the number of items remaining to be scanned, and the number of items that have already been scanned.



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Scanning Items

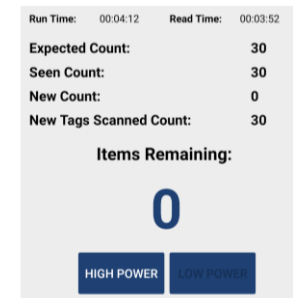
Tap the trigger quickly to begin scanning items. The bottom of the screen will show **Reading** to indicate that the handheld is scanning. Accompanying beeps will be heard to indicate when an item has been scanned.



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Items Remaining

As items are scanned, the **Items Remaining** value will steadily decrease. Continue scanning until the **Items Remaining** value reaches 0 or beeps are no longer heard.



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Adjusting the Power

During the scan, you can adjust the power settings of the stocktake to **High Power** if scanning a large number of stock, or **Low Power** if scanning items either in close proximity or individual items.

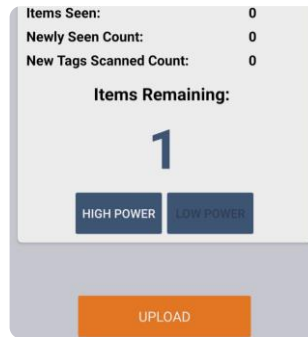
HIGH POWER

LOW POWER

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Uploading

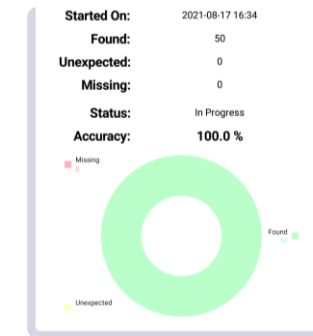
Once scanning is completed, you can finalise and upload the scan to Loca.fi for processing by pressing **Upload**.



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Inventory Summary

Once uploaded, you will be returned to the stocktake summary page. You can view a summary of items that have been found, missing or unexpected as well as overall accuracy.



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Complete the Stocktake

Once you have reviewed the summary, you can complete the stocktake by pressing **Complete**.

If you wish to review the summary once completed, you can do so from the web platform.

